

# Instructions for Policy-in-Force

Double click on **2009 Policy in Force.mde** application to access the data input windows.

The Company ID form should display when the application is opened. Below is a screen print of the required information. Please note that all information on this form must be filled in before selecting any other forms. Select "Save Record" before proceeding will eliminate the need to input your company FEIN on each form.

## Company ID Form

The screenshot shows a Microsoft Access application window titled "Microsoft Access - [2009 PIF Data]". The menu bar includes File, Edit, View, Insert, Format, Records, Tools, Window, Help, and Adobe PDF. The main form area contains the following fields and controls:

- FEIN: Text box
- NAIC CODE: Text box with value "0"
- COMPANY NAME: Text box
- Address: Two stacked text boxes
- Company Contact: Text box
- Telephone #: Text box
- email address: Text box
- Save Record: Button
- Navigation buttons (each in its own box):
  - All Life Data
  - Individual A and H
  - Small Group A and H
  - Large Group A and H
  - Association Trust Group A and H
  - MEWA Group A and H
  - Discretionary Group A and H
  - Other Groups and Administrative Servs Plans

Please be advised that all companies licensed to write insurance in the State of Illinois, pursuant to Section 4, Class 1 and Class 2, are subject to the Policy-In-Force requirements. Specifically, all companies meeting either of the following conditions are required to submit data.

- All insurers that file under the Life, Accident, & Health; Health; or Fraternal blank and reported premiums for Illinois (line 14) on their 2008 schedule T.
- All insurers that file under the Property & Casualty blank and reported premiums on their Illinois 2008 State Page Exhibit for line 13, 14, 15.1, 15.2, 15.3, 15.4, 15.5, or 15.7.

The Department will expect receipt of all data no later than **May 1, 2010**.

# Screen Print for each Coverage Area

Microsoft Access - [2009 PIF Data]

File Edit View Insert Format Records Tools Window Help Adobe PDF Type a question

FEIN

Ind Industrial Life

Ind Ordinary Life

Ind Term Life

Ind Variable and or Interest Sensitive Lil

Ind COLI Life

Ind Credit Life

Ind Variable and or Interest Sensitive Ar

Ind Equity Annuity

Ind Fixed Annuity

Grp Life Policy

Grp Life Descretionary Policy

Grp Life COLI Policy

Grp Credit Life Policy

Grp Vaible and or Interest Sensitive An

Grp Equity Annuity Policy

Grp Fixed Annuity Policy

Grp Life Cert

Grp Life Descretionary Cert

Grp Life COLI Cert

Grp Credit Life Cert

Grp Variable and or Interest Sensitive.

Grp Equity Annuity Cert

Grp Fixed Annuity Cert

Close Form

Microsoft Access - [2009 PIF Data]

File Edit View Insert Format Records Tools Window Help Adobe PDF Type a question

FEIN

Ind Cancer or Specified Disease

Ind HosSurg

Ind LTC

Ind Comp Mjr Med

Ind Med Sup

Ind Short Term

Ind Credit Disability

Ind Dental, Vision, or Other

Ind DI

Ind HSA

Ind Hos Indmenity

Ind Accident Only

Close Form

Microsoft Access - [2009 PIF Data]

File Edit View Insert Format Records Tools Window Help Adobe PDF Type a question for help

FEIN

Sml Grp Cancer or Specified Disease Policy	<input type="text" value="0"/>	Sml Grp Cancer or Specified Disease Cert	<input type="text" value="0"/>
Sml Grp HosSurg Policy	<input type="text" value="0"/>	Sml Grp HosSurg Cert	<input type="text" value="0"/>
Sml Grp LTC Policy	<input type="text" value="0"/>	Sml Grp LTC Cert	<input type="text" value="0"/>
Sml Grp Comp Mjr Med Policy	<input type="text" value="0"/>	Sml Grp Comp Mjr Med Cert	<input type="text" value="0"/>
Sml Grp Med Sup Policy	<input type="text" value="0"/>	Sml Grp Med Sup Cert	<input type="text" value="0"/>
Sml Grp Short Term Policy	<input type="text" value="0"/>	Sml Grp Short Term Cert	<input type="text" value="0"/>
Sml Grp Credit Disability Policy	<input type="text" value="0"/>	Sml Grp Credit Disability Cert	<input type="text" value="0"/>
Sml Grp Dental, Vision, or Other Policy	<input type="text" value="0"/>	Sml Grp Dental, Vision, or Other Cert	<input type="text" value="0"/>
Sml Grp DI Policy	<input type="text" value="0"/>	Sml Grp DI Cert	<input type="text" value="0"/>
Sml Grp HSA Policy	<input type="text" value="0"/>	Sml Grp HSA Cert	<input type="text" value="0"/>
Sml Grp Hos Indemnity Policy	<input type="text" value="0"/>	Sml Grp Hos Indemnity Cert	<input type="text" value="0"/>
Sml Grp Accident Only Policy	<input type="text" value="0"/>	Sml Grp Accident Only Cert	<input type="text" value="0"/>

Close Form

Microsoft Access - [2009 PIF Data]

File Edit View Insert Format Records Tools Window Help Adobe PDF Type a question for help

FEIN

Lrg Grp Cancer or Specified Disease Policy	<input type="text" value="0"/>	Lrg Grp Cancer or Specified Disease Cert	<input type="text" value="0"/>
Lrg Grp HosSurg Policy	<input type="text" value="0"/>	Lrg Grp HosSurg Cert	<input type="text" value="0"/>
Lrg Grp LTC Policy	<input type="text" value="0"/>	Lrg Grp LTC Cert	<input type="text" value="0"/>
Lrg Grp Comp Mjr Med Policy	<input type="text" value="0"/>	Lrg Grp Comp Mjr Med Cert	<input type="text" value="0"/>
Lrg Grp Med Sup Policy	<input type="text" value="0"/>	Lrg Grp Med Sup Cert	<input type="text" value="0"/>
Lrg Grp Short Term Policy	<input type="text" value="0"/>	Lrg Grp Short Term Cert	<input type="text" value="0"/>
Lrg Grp Credit Disability Policy	<input type="text" value="0"/>	Lrg Grp Credit Disability Cert	<input type="text" value="0"/>
Lrg Grp Dental, Vision, or Other Policy	<input type="text" value="0"/>	Lrg Grp Dental, Vision, or Other Cert	<input type="text" value="0"/>
Lrg Grp DI Policy	<input type="text" value="0"/>	Lrg Grp DI Cert	<input type="text" value="0"/>
Lrg Grp HSA Policy	<input type="text" value="0"/>	Lrg Grp HSA Cert	<input type="text" value="0"/>
Lrg Grp Hos Indemnity Policy	<input type="text" value="0"/>	Lrg Grp Hos Indemnity Cert	<input type="text" value="0"/>
Lrg Grp Accident Only Policy	<input type="text" value="0"/>	Lrg Grp Accident Only Cert	<input type="text" value="0"/>

Close Form

Microsoft Access - [2009 PIF Data]

File Edit View Insert Format Records Tools Window Help Adobe PDF Type a question for help

FEIN

Assoc Grp Cancer or Specified Disease Policy	<input type="text" value="0"/>	Assoc Grp Cancer or Specified Disease Cert	<input type="text" value="0"/>
Assoc Grp HosSurg Policy	<input type="text" value="0"/>	Assoc Grp HosSurg Cert	<input type="text" value="0"/>
Assoc Grp LTC Policy	<input type="text" value="0"/>	Assoc Grp LTC Cert	<input type="text" value="0"/>
Assoc Grp Comp Mjr Med Policy	<input type="text" value="0"/>	Assoc Grp Comp Mjr Med Cert	<input type="text" value="0"/>
Assoc Grp Med Sup Policy	<input type="text" value="0"/>	Assoc Grp Med Sup Cert	<input type="text" value="0"/>
Assoc Grp Short Term Policy	<input type="text" value="0"/>	Assoc Grp Short Term Cert	<input type="text" value="0"/>
Assoc Grp Credit Disability Policy	<input type="text" value="0"/>	Assoc Grp Credit Disability Cert	<input type="text" value="0"/>
Assoc Grp Dental, Vision, or Other Policy	<input type="text" value="0"/>	Assoc Grp Dental, Vision, or Other Cert	<input type="text" value="0"/>
Assoc Grp DI Policy	<input type="text" value="0"/>	Assoc Grp DI Cert	<input type="text" value="0"/>
Assoc Grp HSA Policy	<input type="text" value="0"/>	Assoc Grp HSA Cert	<input type="text" value="0"/>
Assoc Grp Hos Indemnity Policy	<input type="text" value="0"/>	Assoc Grp Hos Indemnity Cert	<input type="text" value="0"/>
Assoc Grp Accident Only Policy	<input type="text" value="0"/>	Assoc Grp Accident Only Cert	<input type="text" value="0"/>

Close Form

Microsoft Access - [2009 PIF Data]

File Edit View Insert Format Records Tools Window Help Adobe PDF Type a question for help

FEIN

MEWA Grp Cancer or Specified Disease Policy	<input type="text" value="0"/>	MEWA Grp Cancer or Specified Disease Cert	<input type="text" value="0"/>
MEWA Grp HosSurg Policy	<input type="text" value="0"/>	MEWA Grp HosSurg Cert	<input type="text" value="0"/>
MEWA Grp LTC Policy	<input type="text" value="0"/>	MEWA Grp LTC Cert	<input type="text" value="0"/>
MEWA Grp Comp Mjr Med Policy	<input type="text" value="0"/>	MEWA Grp Comp Mjr Med Cert	<input type="text" value="0"/>
MEWA Grp Med Sup Policy	<input type="text" value="0"/>	MEWA Grp Med Sup Cert	<input type="text" value="0"/>
MEWA Grp Short Term Policy	<input type="text" value="0"/>	MEWA Grp Short Term Cert	<input type="text" value="0"/>
MEWA Grp Credit Disability Policy	<input type="text" value="0"/>	MEWA Grp Credit Disability Cert	<input type="text" value="0"/>
MEWA Grp Dental, Vision, or Other Policy	<input type="text" value="0"/>	MEWA Grp Dental, Vision, or Other Cert	<input type="text" value="0"/>
MEWA Grp DI Policy	<input type="text" value="0"/>	MEWA Grp DI Cert	<input type="text" value="0"/>
MEWA Grp HSA Policy	<input type="text" value="0"/>	MEWA Grp HSA Cert	<input type="text" value="0"/>
MEWA Grp Hos Indemnity Policy	<input type="text" value="0"/>	MEWA Grp Hos Indemnity Cert	<input type="text" value="0"/>
MEWA Grp Accident Only Policy	<input type="text" value="0"/>	MEWA Grp Accident Only Cert	<input type="text" value="0"/>

Close Form

Microsoft Access - [2009 PIF Data]

File Edit View Insert Format Records Tools Window Help Adobe PDF Type a question for help

FEIN

Disc. Grp Cancer or Specified Disease Policy	<input type="text" value="0"/>	Disc. Grp Cancer or Specified Disease Cert	<input type="text" value="0"/>
Discretionary Grp HosSurg Policy	<input type="text" value="0"/>	Discretionary Grp HosSurg Cert	<input type="text" value="0"/>
Discretionary Grp LTC Policy	<input type="text" value="0"/>	Discretionary Grp LTC Cert	<input type="text" value="0"/>
Discretionary Grp Comp Mjr Med Policy	<input type="text" value="0"/>	Discretionary Grp Comp Mjr Med Cert	<input type="text" value="0"/>
Discretionary Grp Med Sup Policy	<input type="text" value="0"/>	Discretionary Grp Med Sup Cert	<input type="text" value="0"/>
Discretionary Grp Short Term Policy	<input type="text" value="0"/>	Discretionary Grp Short Term Cert	<input type="text" value="0"/>
Discretionary Grp Credit Disability Policy	<input type="text" value="0"/>	Discretionary Grp Credit Disability Cert	<input type="text" value="0"/>
Discretionary Grp Dental, Vision, or Other Policy	<input type="text" value="0"/>	Discretionary Grp Dental, Vision, or Other Cert	<input type="text" value="0"/>
Discretionary Grp DI Policy	<input type="text" value="0"/>	Discretionary Grp DI Cert	<input type="text" value="0"/>
Discretionary Grp HSA Policy	<input type="text" value="0"/>	Discretionary Grp HSA Cert	<input type="text" value="0"/>
Discretionary Grp Hos Indemnity Policy	<input type="text" value="0"/>	Discretionary Grp Hos Indemnity Cert	<input type="text" value="0"/>
Discretionary Grp Accident Only Policy	<input type="text" value="0"/>	Discretionary Grp Accident Only Cert	<input type="text" value="0"/>

Close Form

Microsoft Access - [2009 PIF Data]

File Edit View Insert Format Records Tools Window Help Adobe PDF Type a question for help

FEIN

School / Student Grp Policy	<input type="text" value="0"/>	School / Student Grp Cert	<input type="text" value="0"/>
Combination Health Life Grp Policy	<input type="text" value="0"/>	Combination Health Life Grp Cert	<input type="text" value="0"/>
Excess Stop Loss Grp Policy	<input type="text" value="0"/>	Excess Stop Loss Grp Cert	<input type="text" value="0"/>
Travel Accident Grp Policy	<input type="text" value="0"/>	Travel Accident Grp Cert	<input type="text" value="0"/>
Administrative Services Grp A & H Policy	<input type="text" value="0"/>	Administrative Services Grp A & H Certs	<input type="text" value="0"/>
Administrative Services Grp Other Policy	<input type="text" value="0"/>	Administrative Services Grp Other Cert	<input type="text" value="0"/>
Administrative Services Grp Disability Policy	<input type="text" value="0"/>	Administrative Services Grp Disability Cert	<input type="text" value="0"/>

Close Form

## Definitions:

1. Policy: "A written, signed contract of insurance between an insurance company and the policyholder."
2. Certificate: "A statement issued to a member of a group certifying that an insurance contract has been written and containing a summary of the terms applicable to that member." Thus, under group coverage, a master policy is issued to the company, association, or trust, and certificates of insurance are given to the individuals covered by the term of the policy (i.e. covered lives).

## Answers to Frequently Asked Questions

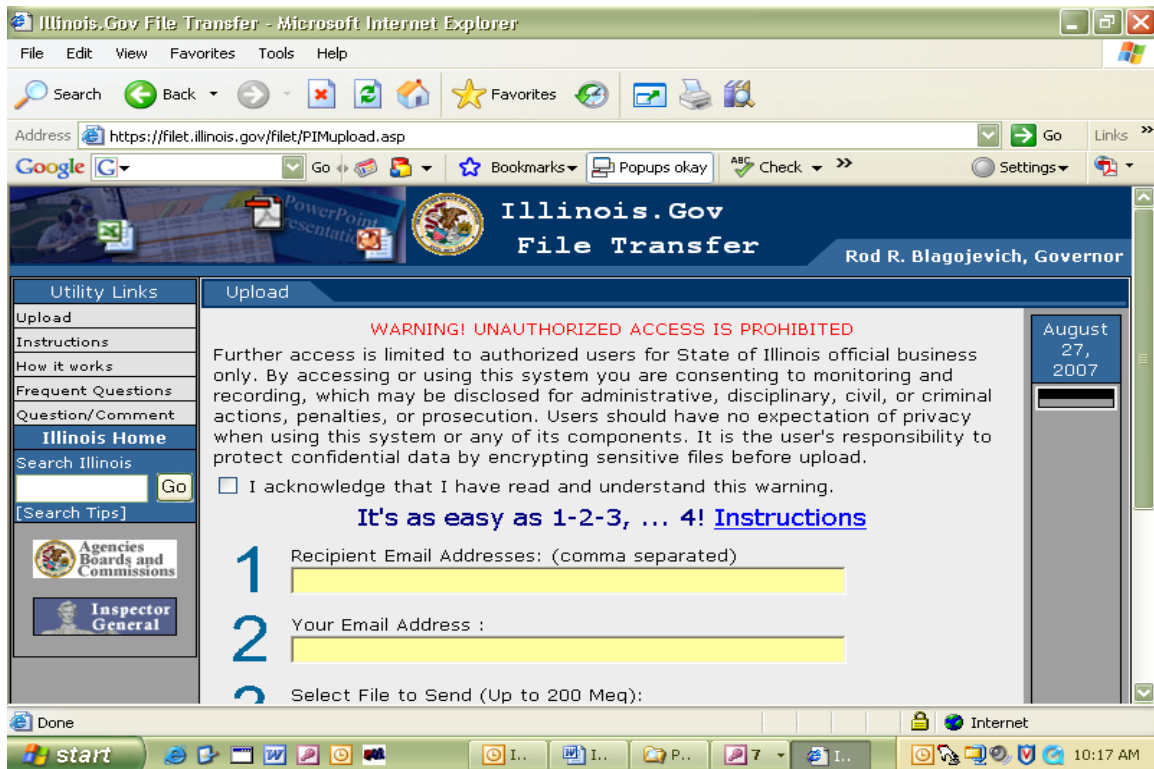
1. **Variable and or Interest Sensitive** categories include all products where performance is dependent on an underlying security or interest index.
2. **Medicare** advantage plus programs are not collected at this time.
3. **LAHO's** are not required to provide any data at this time.
4. **Medicaid** data is not currently collected
5. **Certificates** are issued to individuals when there is a group
6. Companies with no policy information must notify the Division to satisfy the reporting requirements by provide a letter or e-mail to the address below.

## Saving data:

Data is automatically saved when the application is closed.

## Completion:

This data call may be submitted via regular mail or by e-mail. Due to security issues at the Department, your completed mde data file **must be uploaded to** <https://filet.illinois.gov/filet/pimupload.asp>. The recipient Email address is [FPR.CostContainment@Illinois.gov](mailto:FPR.CostContainment@Illinois.gov).



1. Recipient Email Address: [FPR.CostContainment@Illinois.gov](mailto:FPR.CostContainment@Illinois.gov)
2. Enter your Email Address.
3. Attach your completed **2009 Policy in Force.mde** file
4. Send

OR

Save the .mde file to a CD and mail it to:

Illinois Department Insurance  
Cost Containment Section  
320 West Washington Street, 5<sup>th</sup> Floor  
Springfield, IL 62786

If you have any questions, please contact Robert Rapp at 217-785-1680.